

# Retention and Classification Report

**Agency:** Garfield County (Utah). County Recorder (2263)

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## Records Officer

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**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20238

3

**TITLE:** Abstract to subdivisions

**DATES:** 1895-

**ARRANGEMENT:** Alphabetical by subdivision name

**DESCRIPTION:**

These records contain the history of property ownership within subdivisions in Garfield County providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" (UCA 17-21-6(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** 07/02/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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**APPRAISAL:**

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20238

**TITLE:** Abstract to subdivisions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20237

3

**TITLE:** Abstracts to cities and towns

**DATES:** 1886-

**ARRANGEMENT:** Numerical by location (lot, block, parcel, or section, township, and range)

**DESCRIPTION:**

These records contain the history of property ownership within cities and towns in Garfield County providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** 07/02/1998

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20237

**TITLE:** Abstracts to cities and towns

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20236

3

**TITLE:** Abstracts to sections

**DATES:** 1955-

**ARRANGEMENT:** Numerical by section, township, and range

**DESCRIPTION:**

These records contain the history of property ownership by sections providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** 07/02/1998

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20337

3

**TITLE:** Federal tax lien index

**DATES:** 1937-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This is an index to notices of liens against persons for delinquent income tax under the Internal Revenue Code and filed with the county recorder "of the county within which any property subject to such lien is situated" (UCA 38-6-1 (1995)). "The certificate of discharge of any tax lien issued by the proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1995)). The index contains name and residence of taxpayer named in the notice, collector's serial number, date and hour of filing, the amount of lien with interest, penalties, and costs, and date of release of lien (UCA 38-6-2 (1995)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (1995)).

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 10.

**AUTHORIZED:** 07/20/2010

**FORMAT MANAGEMENT:**

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20337

**TITLE:** Federal tax lien index

(continued)

authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative

The index should be retained only as long as the records being indexed exist.

**PRIMARY CLASSIFICATION:**

Public           UCA 17-21-19 and 63G-2-301(1)(g) (2008)



**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 19976

3

**TITLE:** Fee and entry books

**DATES:** 1882-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry." They contain the amount of fee paid for recording or filing; names of persons involved; entry number; book and page recorded; and type of instrument. They are arranged numerically by entry number (UCA 17-21-6(1) (1995).

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 8.

**AUTHORIZED:** 04/20/1998

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 19976

**TITLE:** Fee and entry books

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20233

3

**TITLE:** General deed index

**DATES:** 1882-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of filing, kind of instrument, consideration, the book and page and entry number in which it is recorded, and a brief description of the premises" (UCA 17-21-6(2) (1995)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1995)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 10.

**AUTHORIZED:** 07/02/1998

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20233

**TITLE:** General deed index

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20084

4

**TITLE:** Mining abstracts

**DATES:** 1872-

**ARRANGEMENT:** Alphabetical by claim name.

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

Utah county recorders are required by law to keep abstract records which show every conveyance, encumbrance, or other recorded instrument for every tract (Utah Code, Annotated, 1953, 17-21-6). The Garfield County recorder created similar records for the mining claims in the county. He or she created these abstracts on preprinted forms, using a separate page for each claim. The top of each page names a particular claim, identifies which mining district it is in and who located it. Each page also indicates the date of original location, and where notice of that location was originally recorded. In the body of the page the recorder created a chronological list of all official activity relating to the claim. The record for each action includes the names of grantee and grantor, and the date, book, and page number on which documents relating to that action were recorded. These actions include, but are not limited to, affidavits showing proof of labor, maps, relocation notices, deeds, leases, and agreements.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

**AUTHORIZED:** 06/02/1998

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20084

**TITLE:** Mining abstracts

(continued)

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

The mining abstracts provide access to mining documents kept by the county recorder.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20219

3

**TITLE:** Miscellaneous books indexes

**DATES:** 1892-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are indexes to books containing copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). They include the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

**AUTHORIZED:** 06/25/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20219

**TITLE:** Miscellaneous books indexes

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20226

3

**TITLE:** Mortgagee/mortgagor indexes

**DATES:** 1892-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are alphabetical indexes to legal instruments recorded by the county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(4,5) (1995)). There are two indexes for mortgagors and mortgagees. They contain the entry number, names of mortgagor and mortgagee, date of instrument, date recorded, and book and page recorded.

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 15.

**AUTHORIZED:** 06/30/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20226

**TITLE:** Mortgagee/mortgagor indexes

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 9915

3

**TITLE:** Official records

**DATES:** 1953-

**ARRANGEMENT:** Chronological, thereunder numerical by book and page

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 9915

**TITLE:** Official records

(continued)

**APPRAISAL:**

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20227

3

**TITLE:** Powers of attorney indexes and affidavits

**DATES:** 1891-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. Each page is "divided into seven columns, namely: 'date of filing,' 'book,' 'page,' and 'entry number,' 'from,' 'to,' 'revoked'" (UCA 17-21-6(8) (1995)). These indexes also include affidavits with death certificates.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 18.

**AUTHORIZED:** 06/30/1998

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20339

3

**TITLE:** Recorded surveys

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (1995)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproducible materials in the sizes required by the county surveyor (UCA 17-23-17(4) (1995)).

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 9.

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20339

**TITLE:** Recorded surveys

(continued)

**AUTHORIZED:** 08/05/1998

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20340

3

**TITLE:** Recorded surveys indexes

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by surveyor's names and names of persons having surveys made

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are indexes to recorded surveys. It is used to locate specific surveys. It includes the following information: survey date and date filed (month, day, year, time); entry, file, page and book numbers; surveyor's name; person's name requesting survey; filing fee; parcel number; and description.

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 10.

**AUTHORIZED:** 08/05/1998

**FORMAT MANAGEMENT:**

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**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20340

**TITLE:** Recorded surveys indexes

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20229

3

**TITLE:** Sections index

**DATES:** 1895-

**ARRANGEMENT:** Numerical by section, township, and range

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is an index to sections within the county (UCA 17-21-6(7) (1995)). It includes the section, township, range, location, and map file number.

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 23.

**AUTHORIZED:** 07/01/1998

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20229

**TITLE:** Sections index

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20341

3

**TITLE:** Survey abstracts

**DATES:** 1987-

**ARRANGEMENT:** Numerical by section, township, and range

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** 08/05/1998

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20341

**TITLE:** Survey abstracts

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 17-21-19 and 63G-2-301(1)(g) (2008)

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20338

3

**TITLE:** Uniform commercial code filings index

**DATES:** 1966-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is an index to financial statements, continuation statements, statements of assignment, and releases filed with the county recorder "in each county in which any mortgage on the real estate would be recorded" when "collateral is timber to be cut or minerals or the like (including oil and gas), or when financing statement is filed as a fixture filing and the collateral is goods which are to become fixtures" (UCA 70A-9-401 (1995)).

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 27.

**AUTHORIZED:** 08/05/1998

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Garfield County (Utah). County Recorder

**SERIES:** 20338

**TITLE:** Uniform commercial code filings index

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)